

MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Administrative Help Manual

NOTE: Sending school list needs to be entered before entering student information.

Customize Your School Information Click Button E

- ◆ at **Button E**, there are 3 tabs – **Home Schools Info** – **Tech School Info** – **Periods for Absence Reports**. Enter the relevant information for your school at each of these tabs.

HSID	HS_Abbv	HS_Name	HS_Address	HS_City	HS_State	HS_Zip
1	RDHS	Rockland District High School	Broadway	Rockland	ME	04841
*	(number)				ME	

Tab at Button E Screen for Edit Sending School Information

- ◆ RDHS info is just an example for you to follow. It can be deleted or written over.

ID	Period	FirstDate	LastDate
1	1stQuarter	9/5/00	11/3/00
2	2ndQuarter	11/6/00	1/19/01
3	1stSemester	9/5/00	1/19/01
4	3rdQuarter	1/29/01	4/6/01
5	4thQuarter	4/9/01	6/15/01
6	2ndSemester	1/29/01	6/15/01
7	FullYear	9/5/00	6/15/01
8	All	9/1/98	12/31/05
*	(number)		

Add new record here

Tab at Button E Screen for Customizing School Dates

- ◆ In the periods form, select or edit the period(s) that match your school system and enter the correct FirstDate and LastDate dates for them
- ◆ If you're on a Trimester system, you can add them as new records.
- ◆ Leave the **ALL** category as is

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HELP EDIT SIS LOOKUP TABLES

Home Schools Info Tech School Info Periods for Absence Reports

TS_Name MY TECH SCHOOL

TS_Address RIVERSIDE DRIVE

TS_CSZ BANGOR ME 04401

TS_Phone 999-9999

TS_DirectorText PROF HAROWITZ, DIRECTOR

Tab at Button E Screen to Customize School Information

- ◆ Enter the information appropriate for your school. This information will appear on reports.
- ◆ Logos and different fonts/styles for this information can be added to reports. (see instructions on how to do this in the SIS Technical Help manual)

◆ **Add Instructor Name to Course List and Reports Click Button F**

- ◆ At the top of the screen is the Course Table. Type instructor name as you wish it to appear on reports in the Instr column in the same row as the appropriate course.

Admin Form Duties and Tasks

Courses 5

Cours	CourseName	Abbrev	Instr
1	Automobile Collision Techno		
2	Automotive Technology		Gimme A. Brake
3	Building Construction & Carp		Cary T. Beam
4	Business Information Techno		Skip Undo
5	Culinary Arts		

Record: 5 of 11